

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5354

**TITLE:** ZONING INSPECTOR

**GRADE:** S-18

**DEFINITION:**

Under close and instructional supervision, performs increasingly responsible zoning enforcement tasks; provides routine and field assistance to higher-level inspectors; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

Investigates routine complaints and alleged violations of the Zoning and Noise Ordinances;

Conducts limited research and field inspections related to the provisions of the Zoning Ordinance/Noise Ordinance regarding such issues as the permitted use of properties, yard requirements, signs, and noise-producing equipment and activities;

Interviews citizens and business owners as to alleged violations and provides follow-up activities until complaint is resolved;

Enforces the conditions and requirements associated with special permit and special exception uses, variances and proffered rezonings;

Identifies Zoning Ordinance/Noise Ordinance violations;

Issues Notices of Violation and initiates other corrective procedures to attempt to obtain voluntary compliance;

Prepares Notice of Violation letters, memoranda and other correspondence for review by supervisor;

Prepares reports and maintains investigation files;

Under direction, may prepare evidence and testify in court:

Attends meetings and conferences;

Responds to citizens' inquiries concerning zoning matters;

Operates technical equipment necessary to monitor light and sound.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to understand and interpret the provisions of the Zoning Ordinance/Noise Ordinance or other similar ordinances;

Ability to read and interpret plats and plans related to land development;

Ability to properly conduct an investigation of alleged code violations;

Ability to gather evidence, interview individuals and prepare reports on observations made in the field;

Ability to communicate clearly and concisely;

Ability to operate technical equipment used to measure light and sound levels;

Ability to deal tactfully and effectively with the public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to graduation from high school or G.E.D. issued by a state department of education; plus three years of related technical experience in planning, zoning administration or enforcement.

REGRADED:

August 23, 2010

REFORMATTED/REVISED:

December 3, 2007

REVISED:

March 15, 1990